UNDERGRADUATE ENROLLMENT
TERM 1, AY 2022-2023

TABLE OF CONTENTS

- **PROCEDURES FOR ONLINE ENROLLMENT**
  - Account Activation
  - 2A: Pre-Enlistment
  - 2B: View Actual Enrollment Appointment
  - 2C: View Actual Enrollment Count
  - Settlement of Clearance
  - Academic Advising
  - Online Enrollment
  - Self-Printing of EAF
- **ONLINE ENROLLMENT SCHEDULE VIA ANIMO.SYS**
- **ONLINE ENROLLMENT SCHEDULE VIA SERP**
- **OTHER ENROLLMENT INFORMATION**
  - Returnees
  - Inter-Campus Enrollment
  - Online Enrollment / Adjustment
  - Audit Class Enrollment
  - Special Class Enrollment
  - Application for Free Electives or Minors
  - Leave of Absence Application
  - Undergraduate Shifting Application Procedure and Schedule
- **TUITION FEE PAYMENT**
- **PROCESS OF TUITION FEE PAYMENT**
  - Online Payment
  - Over-The-Counter Bank Payment
- **DEADLINE OF DROPPING COURSES (excluding COL)**
- **PROCEDURES FOR DROPPING COURSES**
  - Online Dropping
  - Manual Dropping
- **CONTACT INFORMATION**
  - Enrollment Support
  - OUR Contact Information
  - College Concerns

UNDERGRADUATE ENROLLMENT | **TERM 1**, AY 2022-2023

Revised as of 15 Aug 2022

PROCEDURES FOR ONLINE ENROLLMENT

STEP	ACTIVITY	DATE AND TIME	DETAILS
1	**Account Activation**		For students who paid tuition **after Apr 18, 2022**, activate your My.LaSalle account via https://my.dlsu.edu.ph/create_account.asp
2	**2A: Pre-Enlistment**	Apr 18, 2022 (08:00 am) - Apr 22, 2022 (08:00 pm)	Access http://animo.sys.dlsu.edu.ph to do the following: Click SELF SERVICE → Click COURSE ENLISTMENT → Click ADD COURSE TO ENLISTMENT
	2B: View Actual Enrollment Appointment	Aug 16, 2022 – Aug 24, 2022	Actual enrollment appointment at http://animo.sys.dlsu.edu.ph to do the following: Click SELF SERVICE → Click ENROLLMENT → Click ENROLLMENT DATES
	2C: View Actual Enrollment Count		Actual enrollment count and class number may be viewed at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings
3	**Settlement of Clearance**	Deadline until Aug 05, 2022	Access http://animo.sys.dlsu.edu.ph to do the following: Click SELF SERVICE → Click STUDENT CENTER
4	**Online Enrollment**	Aug 18, 2022, to Aug 24, 2022 See timeslots in the "Online Enrollment Schedule" ***(click below)*** via Animo.sys via SERP	Log in at http://animo.sys.dlsu.edu.ph to do the following: ***(for recently activated MLS account, Animo.sys can be accessed after 30 minutes)*** Click SELF SERVICE → Click ENROLLMENT → Click ADD CLASSES → Type the CLASS NUMBER* → *View the unique identifier at the link below. → Click NEXT** → **To continue adding classes, type the class number → Proceed to STEP 2 OF 3 → Click FINISH ENROLLING View the unique identifier for each course code and section at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings
		REMINDERS ● A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP** courses after the start of term.	
5	**Self-Printing of EAF** Log-in at https://my.dlsu.edu.ph/	Starts on Aug 25, 2022	08:00 am - 11:59 pm: RVRCOB / SOE 12:00 pm - 03:59 pm: CCS / BAGCED / COS 04:00 pm - 08:00 pm: CLA / GCOE
		Aug 25, 2022 – Nov 12, 2022	All Colleges / School

UNDERGRADUATE ENROLLMENT | **TERM 1**, AY 2022-2023

Revised as of 15 Aug 2022

The Lasallian Core Curriculum Office (LCCO) prepared the following open/available slots for **all GE courses:**

- Day 1 = 20 slots per section
- Day 2 = 33 slots per section
- Day 3 = 45 slots per section

Further, in enrolling for the GE courses, students will not be restricted to enroll provided that:

- Student has an enrollment appointment already or rightfully scheduled (based on priority - 1st DL, Advance, 2nd DL, per College)
- Subjects being enrolled in still have available slots following the pre-determined slots per day/per course
- Student has no pending/unsettled clearance

ONLINE ENROLLMENT SCHEDULE via Animo.sys

All Taft-based students and Laguna-based students with ID 113 and above (including ID 121) will follow the schedule below.

The last day of online enrollment ends on Sep 03, 2022 (23:59).

***Dean's List of TERM 1, AY 2021-2022 as of 11-AUG-2022**

SCHEDULED STUDENTS	ID NUMBERS	COLLEGES	START DATE	START TIME
Dean's List – First Honors Dean's List (with Pre-enlistment)	ID 119* and below*	LC / CCS	Aug 18, 2022	08:00 am
	ID 119* and below*	CLA / BAGCED		09:30 am
	ID 119* and below*	GCOE / COS		11:00 am
	ID 119* and below*	RVRCOB / SOE		12:30 pm
	ID 120*	LC / CCS		02:00 pm
	ID 120*	CLA / BAGCED		03:30 pm
	ID 120*	GCOE / COS		05:00 pm
	ID 120*	RVRCOB / SOE		06:30 pm
	ID 121*	LC / CCS		08:00 pm
	ID 121*	CLA / BAGCED		09:30 pm
	ID 121*	GCOE / COS	Aug 19, 2022	08:00 am
	ID 121*	RVRCOB / SOE		09:30 am
Advance Enrollees Recommended by Offices (with Pre-enlistment)	ID 119 and below	All Colleges		11:00 am
	ID 120 & 121	All Colleges		02:00 pm
Dean's List – Second Honors Dean's List (with Pre-enlistment)	ID 119* and below*	LC / CCS		05:00 pm
	ID 119* and below*	CLA / BAGCED		06:30 pm
	ID 119* and below*	GCOE / COS		08:00 pm
	ID 119* and below*	RVRCOB / SOE		09:30 pm

UNDERGRADUATE ENROLLMENT | **TERM 1**, AY 2022-2023

Revised as of 15 Aug 2022

ONLINE ENROLLMENT SCHEDULE via Animo.sys

SCHEDULED STUDENTS	ID NUMBERS	COLLEGES	START DATE	START TIME
Dean's List – Second Honors Dean's List (with Pre-enlistment)	ID 120*	RVRCOB / SOE	Aug 20, 2022	08:00 am
	ID 120*	LC / CCS		09:30 am
	ID 120*	CLA / BAGCED		11:00 am
	ID 120*	GCOE / COS		12:30 pm
	ID 121*	RVRCOB / SOE		02:00 pm
	ID 121*	LC / CCS		03:30 pm
	ID 121*	CLA / BAGCED		05:00 pm
	ID 121*	GCOE / COS		06:30 pm
Enlistment – CCS / CLA (with Pre-enlistment)	ID 120 and below			08:00 pm
	ID 121		Aug 22, 2022	08:00 am
Enlistment – GCOE / BAGCED / COS (with Pre-enlistment)	ID 120 and below			11:00 am
	ID 121			02:00 pm
Enlistment – RVRCOB / LC/ SOE (with pre-enlistment)	ID 120 and below			05:00 pm
	ID 121			08:00 pm
All Student who did not pre-enlist	All ID Numbers	All colleges	Aug 23, 2022	08:00 am
INTER-COLLEGE Enlistment	ID 119 and below	GCOE / BAGCED / COS		12:00 pm
	ID 120 and ID 121	GCOE / BAGCED / COS		02:00 pm
	ID 119 and below	RVRCOB/ LC / SOE		05:00 pm
	ID 120 and 121	RVRCOB/ LC / SOE	Aug 24, 2022	08:00 am
	ID 119 and below	CCS / CLA		11:00 am
	ID 120 and 121	CCS / CLA		02:00 pm

ONLINE ENROLLMENT SCHEDULE via SERP

All Laguna-based Students ID 112 and below

COLLEGES	START DATE	END DATE	START TIME	END TIME
GCOE, CCS, and RVRCOB	Aug 18, 2022	Aug 19, 2022 (except Saturday)	08:00 am	05:00 pm
	Aug 22, 2022	Aug 24, 2022	08:00 am	05:00 pm

UNDERGRADUATE ENROLLMENT | **TERM 1**, AY 2022-2023

Revised as of 15 Aug 2022

OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Returnees	Aug 01, 2022 – Aug 31, 2022 (05:00 pm)	1. Students with inactive DLSU Gmail accounts must send the email using their personal email address and attach a copy of your DLSU ID to the Academic Programming Officer of their college. 2. Accomplish the Google Forms below according to your college using DLSU Gmail BAGCED: http://bit.ly/Returnee_BAGCED CCS: http://bit.ly/Returnee_CCS CLA: http://bit.ly/Returnee_CLA GCOE: http://bit.ly/Returnee_GCOE COS: http://bit.ly/Returnee_COS RVRCOB: http://bit.ly/Returnee_RVRCOB SOE: http://bit.ly/Returnee_SOE 3. Animo.sys will be activated and an email about activation details will be sent to the student DLSU Gmail 4. Student will have to do the online enrollment after the activation for MLS/Animo.sys account **starting 25 Aug 2022 to 03 Sep 2022.**
Special Class Enrollment	Aug 15, 2022 – Sep 07, 2022 (05:00 pm)	**SUBMISSION THROUGH GOOGLE FORMS** Students must accomplish the Google Form of the college where the students would want to enroll in a special class using the student DLSU email: BAGCED: https://bit.ly/UG_Special_Class_BAGCED CCS: https://bit.ly/UG_Special_Class_CCS CLA: https://bit.ly/UG_Special_Class_CLA COS: https://bit.ly/UG_Special_Class_COS GCOE: **Kindly coordinate with GCOE-Associate Dean** RVRCOB: https://bit.ly/UG_Special_Class_RVRCOB SOE: https://bit.ly/UG_Special_Class_SOE
	Sep 08, 2022 – Sep 17, 2022 (05:00 pm)	**EVALUATION AND APPROVAL OF THE DEPARTMENT AND COLLEGES/SCHOOL** 1. Applications shall be evaluated by the Colleges and Departments. After evaluation, the College shall inform the student of the decision regarding the submitted Application for Special Class not later than **Sep 21, 2022**. 2. Revised EAF can be downloaded **after three (3) working days** upon information of the approval or **not later than Sep 24, 2022.**
	REMINDERS 1. Students must have **no pending clearance/s** with other offices. 2. Students must pay for the courses enrolled online following the **deadline of payment without surcharge.** 3. **Incomplete requirements will not be processed.** Before submitting, make sure that you accomplished all necessary requirements needed for processing.	

UNDERGRADUATE ENROLLMENT | **TERM 1**, AY 2022-2023

Revised as of 15 Aug 2022

OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Online Enrollment for Free Electives or Minors	Aug 18, 2022 – Sep 03, 2022 (05:00 pm)	**Reminders:** • In accordance with the HDA from the Office of the Provost posted May 20, 2022, **The no-tuition arrangement for Free Electives and Free Minor courses shall also cease starting Term 1 AY 2022-2023.** Thus, students who will enroll in Free Elective / Minor will be charged with proper tuition and fees. • Secure prior approval from the Academic Department offering the course/s before enrolling. 1. Enrollment for Free Electives or Minors can be done online through animo.sys.dlsu.edu.ph during the student's schedule of online enrollment. Please see Step 4 for the online enrollment process and to view the unique identifier for each course code and section, please see this link: https://enroll.dlsu.edu.ph/dlsu/view_course_offerings 2. Download immediately the updated EAF once successfully enrolled the Free Electives or Minors through your MLS account.
Inter-Campus Enrollment	Aug 18, 2022 – Sep 03, 2022 (08:00 pm)	Inter-Campus Cross Enrollment can be done online during the student's schedule of online enrollment.
Audit Class Enrollment	Sep 05, 2022 – Sep 17, 2022 (05:00 pm)	1. Students must accomplish the Application for Audit Class http://bit.ly/Audit_Class 2. OUR will coordinate with the Associate Dean of the College/School and will request their endorsement 3. Once cleared, Enrollment In-Charge will encode the courses to the enrolled subjects of the students. 4. An email will be sent to the student once the application is processed. Students may start to download and print the updated EAF through an MLS account.
	REMINDERS 1. Student must have **no pending clearance/s** with other offices 2. **Incomplete requirements will not be processed.** 3. Before submitting, make sure that you accomplished all necessary requirements needed for processing.	
Online Enrollment / Adjustment (Except for ID 122 students)	Sep 05, 2022 (08:00 am) – Sep 10, 2022 (08:00 pm)	A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP/SWAP** courses once the term starts. Log in animo.sys.dlsu.edu.ph

UNDERGRADUATE ENROLLMENT | **TERM 1**, AY 2022-2023

Revised as of 15 Aug 2022

OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Leave of Absence Application **For Term 1, AY 2022-2023** ***LOA is only applicable to eligible students***	Aug 01, 2022 – Nov 12, 2022 (05:00 pm)	1. Students must accomplish the application for LOA and upload necessary documents to this Google Form https://bit.ly/Undergraduate_LOA ➢ Medical certificates with a clear contact number of attending physicians [with email validation from HSO and OCCS (for mental health concerns)] is required. ➢ Consent Letter and Valid ID of the Declared Guardian ➢ Supporting Documents (if applicable only) 2. OUR will coordinate with the Offices below for the endorsement of an application, student to ensure that any clearance hold is settled before filing application. ➢ **OCCS** ➢ **SDFO** ➢ **OCFO** ➢ **HSO** ➢ **Associate Deans** 3. A response receipt shall be sent to the student. 4. Once endorsed by the above offices are complete the LOA request shall be for final review and decision of the OUR. 5. Once approved the student will be duly advised on the status of the request through email not later than 2 weeks after the submission of application. 6. Following the LOA policy, student may be on leave for a maximum of two (2) terms only. **It is the responsibility of the student to ensure that all necessary forms and documents must be submitted, thus, incomplete application will not be processed**
Undergraduate Shifting Procedure and Schedule	You may find more details here: https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/shifting_ug.pdf	

UNDERGRADUATE ENROLLMENT | **TERM 1**, AY 2022-2023

Revised as of 15 Aug 2022

TUITION FEE PAYMENT

ACTIVITY	DEADLINE
Payment **Without** Surcharge	Until Sep 17, 2022 (Saturday)
Payment **With** Surcharge	From Sep 18, 2022 to Oct 01, 2022
Last Day of Payment and Payment of 2nd Half **(Installment)**	Oct 01, 2022
Auto-Dropping of Enrolled Course/s Without Payment	Oct 01, 2022, 05:00 PM
For two (2/3) installment payments	Oct 22, 2022
For three (3/3) installment payments	Dec 17, 2022

DETAILS

- Students may check their MLS view assessment to verify their official receipt (OR) after 10 working days from payment
- For those who are not able to receive their OR details including RF (for scholars) after ten (10) working days, please accomplish this **https://bit.ly/Proof_of_payment_FAQ**

REMINDERS:

1. For further clarification or question, an email may be sent to:

   cashiers@dlsu.edu.ph
   a) Unposted payments
   b) Requests for Official Receipts (OR's)
   c) Tuition balances
   d) Payment channels

   ocfo.studentservices@dlsu.edu.ph
   a) Refunds
   b) Credit memos (scholars)
   c) Clearances
   d) Certifications

2. Please save a screenshot of your view assessment from your immediate previous term as OR details are reflected, you may need this for activation of your MLS account.

3. Sample installment computation may be found through https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf

PROCESS OF TUITION FEE PAYMENT

ONLINE PAYMENT

1. Kindly log-in to your MLS account and click the **View Assessment (with online payment)**.
2. Online Payment using VISA and MASTERCARD credit cards and debit cards.
3. Online Fund Transfer (Mobile Phone/Internet Banking) by account holders of UNION BANK, METROBANK, UCPB, BDO, and BPI

OVER-THE COUNTER-BANK PAYMENT

Account Name	Bank
DE LA SALLE UNIVERSITY MANILA	METROBANK
	BDO
	UCPB
	UNIONBANK

For more details, please refer to this link
http://www.dlsu.edu.ph/offices/accounting/payments/default.asp

UNDERGRADUATE ENROLLMENT | **TERM 1**, AY 2022-2023

Revised as of 15 Aug 2022

DEADLINE OF DROPPING COURSES

REFUND	START DATE	END DATE
100%	Aug 18, 2022	Sep 03, 2022
90%	Sep 04, 2022	Sep 10, 2022
80%	Sep 11, 2022	Sep 17, 2022
0%	Sep 18, 2022	Oct 01, 2022
Withdrawal of Courses **(NO Refund)**	Oct 02, 2022	Nov 12, 2022 (08:00 pm)

PROCEDURES FOR DROPPING COURSES

TYPE OF DROP	ID NUMBER	STEPS
Online Dropping Monday- Saturday (until 08:00 pm)	• **ID 121 and below** • **For All Laguna-based Students** **ID 112 and below, it is done through SERP** • **Returnee**	Log in at http://animo.sys.dlsu.edu.ph and follow these steps which are applicable for **Taft-based students** and **Laguna-based students** with **ID 113 to 120** found in the following:
Manual Dropping	• **ID 122** • **Student with Inactive animo.sys account** **REMINDERS** • Student must have **no pending clearance/s** with other offices	1. Student must accomplish the Application for Manual Dropping Form **https://bit.ly/Manual_Dropping_UG_GS** 2. OUR will coordinate with the Associate Dean of the College/School and will request for their endorsement 3. Once cleared, Enrollment In-Charge will encode the courses to the enrolled subjects of the students. 4. An email will be sent to the student once the application is processed. Students may start to download and print the updated EAF through an MLS account.

UNDERGRADUATE ENROLLMENT | **TERM 1**, AY 2022-2023

Revised as of 15 Aug 2022

CONTACT INFORMATION

ENROLLMENT SUPPORT	DATE AND OFFICE HOURS	DETAILS
NOTE: Except Saturdays, Sundays / Holidays / Non-working days	Aug 18, 2022 – Oct 22, 2022	• For the complete list of fees, you may visit **GLOSSARY_FEE** • For the approximate computation of tuition and fees you may visit **TUITION_FEE_CALCULATOR** • Please visit the FAQs and report form before submitting an issue **ENROLLMENT_FAQS** • For email inquiry: registrar@dlsu.edu.ph or itservices@dlsu.edu.ph
Lunch Break: (Mondays to Fridays) 12:00 noon to 01:30 pm	**Available office hours for enrollment concerns:** • Mon-Fri from 08:00 am to 05:00 pm • Sat from 08:00 am to 12:00 pm	

OUR CONTACT INFORMATION *(Kindly note that **only phone calls** will be accommodated)*	**Mon – Fri**	**Cellphone Numbers for Enrollment**
	from 09:00AM to 10:30AM	• 0995-270-3586 (Globe)
	from 01:30PM to 03:00PM	• 0995-270-3585 (Globe) • 0969-234-2374 (Smart)

COLLEGE CONCERNS	COLLEGE/SCHOOL	EMAILS	
		Associate Dean	**Academic Programming Officer (APO)**
For the following **but not limited** to: • Audit Class Enrollment • Manual Dropping • Free Electives/ Minors • Special Class	**Laguna College (LC)**	assocdeanLC@dlsu.edu.ph	Academic Assistant: maricel.delaroca@dlsu.edu.ph
	Br. Andrew Gonzalez College of Education (BAGCED)	assocdeanBAGCED@dlsu.edu.ph	MS. LIBERTY SANTOS liberty.santos@dlsu.edu.ph
	College of Computer Studies (CCS)	assocdeanCCS@dlsu.edu.ph	MS. HAZEL R. VENTURA hazel.ventura@dlsu.edu.ph
	College of Liberal Arts (CLA)	assocdeanCLA@dlsu.edu.ph	MS. GINA ESPENILLA gina.espenilla@dlsu.edu.ph
	College of Science (COS)	assocdeanCOS@dlsu.edu.ph	MS. MA. CRISTINA TISMO ma.cristina.tismo@dlsu.edu.ph
	Gokongwei College of Engineering (GCOE)	assocdeanGCOE@dlsu.edu.ph	MR. EDDIEMON PANEM eddiemon.panem@dlsu.edu.ph
	Ramon V. del Rosario College of Business (RVRCOB)	assocdeanRVRCOB@dlsu.edu.ph	MS. LILLIBETH R. SUTILO lillibeth.sutilo@dlsu.edu.ph
	School of Economics (SOE)	assocdeanSOE@dlsu.edu.ph	MS. PURISIMA G. LIPATA purisima.lipata@dlsu.edu.ph